

CITY OF HAYWARD

CITY BUILDING OFFICIAL

DEFINITION

To plan, direct, supervise, and coordinate the work of the Building Inspection Division of the Community and Economic Development Department including the plan check function building.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community and Economic Development Director.

Provides direct and indirect supervision to professional, technical, and clerical staff.

ESSENTIAL DUTIES

1. Assists in the development and implementation of goals, objectives, policies and priorities for the division.
2. Plans, organizes, controls, and evaluates the functions and activities of the Building Inspection Division, including building and housing inspections, electrical inspections, plumbing and mechanical inspections, plan checking, and issuance of permits.
3. Establishes, improves, schedules and coordinates the plan checking and building inspection procedures of the City.
4. Maintains close coordination between various City departments for the plan check and building inspection functions.
5. Makes presentations to public agencies, business and civic groups, and other organizations regarding code and safety-related issues.
6. Assists in the preparation and administration of the budget.
7. Serves as staff and provides recommendations to the Board of Appeals, Building Advisory Committee, and various citizen advisory committees.
8. Supervises, trains, and evaluates subordinate professional, technical and clerical personnel.
9. Determines code interpretations in complex and unclear cases
10. Serves as Secretary and as ex-officio member of the Building Advisory Committee.

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11. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Civil engineering principles, practices, and methods as related to structural engineering.
- B. Principles and practices of personnel and budget management.
- C. Principles and practices of the Uniform Building, Housing, Plumbing, Mechanical, and Electrical Codes, and pertinent federal, state and county codes and laws.
- D. Principles of structural design, engineering mathematics, and soil engineering.
- E. Principles of supervision, training, and performance evaluation.

Ability to:

- F. Effectively organize, direct, and coordinate the activities of a program.
- G. Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- H. Communicate clearly and concisely, orally and in writing.
- I. Establish and maintain cooperative relations with coworkers, the public and community.
- J. Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.
- K. Interpret codes for the general public, contractors, architects, engineers and other development professionals.
- L. Perform building inspections in the field as needed.
- M. Provide assistance in the resolution of difficult field inspection problems and disagreements with contractors and homeowners.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required

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knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience of a supervisory, administrative, or professional nature in the design, construction, and inspection of public, commercial, industrial or residential buildings.

Training: Equivalent to a Bachelor's Degree from an accredited college or university with major work in structural, mechanical, or civil engineering, architecture, or a closely related field.

License or Certificate: Possession of Certification as Building Official by ICBO is required and possession of a Certificate of Registration as a professional engineer in the State of California is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Abilities to move about in a general office environment and ability to access a computer.

PROBATIONARY PERIOD: One Year

740CS01

Revised May 2001

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt